



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk
Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 14th October 2025 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

8th October 2025

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
 - 3.1 To confirm that the minutes of the meeting held on 23.09.25 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 Clerk's Report
 - 4.4 Reports from Lead Councillors
 - I. Heritage
 - II. To note the report on High Street Footfall Cameras
 - III. To consider setting up a Biodiversity Working Group to possibly replace the Church Walk Working Group (Terms of Reference would need review)
 - IV. Update from Events & Marketing Officer
 - V. WASFAG Update (App 1)
5. PUBLIC PARTICIPATION
6. Update on Devolution and Local Government Reorganisation
7. FINANCE
 - 7.1 To note the Minutes of the Finance Committee Meeting 25.09.25
 - 7.2 Recommendation to Full Council:
 - i. To pass the £100 income from stall fees from the 2025 VE Day event held at Watton Sports Centre to Loch Neaton to part cover the invoice received from the Loch Neaton Trustees for hosting the 2025 VJ Evening.
8. To consider the correspondence received from Breckland Council regarding car parks and other assets - App. 2
9. To consider grant application received from Watton Christmas Market Hamper Appeal
10. To consider sale of the box trailer
11. To note correspondence received regarding the Charlotte Harvey Trust

12.1. PLANNING - To consult on planning applications received since the last meeting

12.1	To note PL/2025/1400/TCA	75 High Street Watton. IP25 6AW	Willow - W1 - Re-pollard to previous pollard points as last undertaken in 2022. At a height of approx. 5m from ground level.	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198344
12.2	To note PL/2025/1402/CLOP UD	Watton Junior School, Brandon Road, Watton	Proposed single storey timber clad and brick extension between block 2 and block 3. Ramp proposed on east elevation and ASHP, with roof turrets for mechanical plant on roof - certificate of lawfulness for proposed use	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198352&language=en
12.3	To note PL/2025/1448/DCA	New Green Business Park Norwich Road, Watton, Norfolk,	Discharge of Condition 12 on PP 3PL/2022/0806/F	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198391
12.4	Update on enforcement ENF/064/25	Otterwood Kennels Dereham Road Saham Toney	Unauthorised Development	
12.5	To note PL/2025/1261/DCA	28a Thornhill Road, Watton (formerly plot 40A)	Discharge of condition 7 on pp 3PL/2023/1206/F	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198392
12.6	PL/2025/1340/OMAJ	Land to the rear of the Raj (formerly the Flying Fish), Norwich Road, Carbrooke	Outline application with all matters reserved except for access for new commercial buildings	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198335&language=en
12.7	PL/2025/1437/FMIN basin extension Serco	Transport Depot Norwich Road, Watton	Extension to refuse vehicle and car parking areas at Serco depot and proposed attenuation	Breckland Breckland Online Application 198408

12.8	Proposed Change of use	The Yard Griston Road, Watton, IP25 6DL	Change of use from commercial/building land to storage for up to 50no cars & light commercial vehicles	
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13. To pass a resolution to Exclude the Press and Public to consider confidential Staffing matters:

13.1 To note the HR minutes 25.09.25

13.2 Recommendations to Full Council:

- i. To engage Council HR and Governance Support to undertake job evaluation of Town Council staffing positions.
- ii. To engage Zivile Mauri to provide HR services for a period of 6 months

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 23rd September 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Tina Kiddell (Chairman of the meeting), Tina Cruz, Stan Hebborn, Sue Hebborn, Sarah Humphries, Tomos Hutchings, Graham Martin, Don Saunders, Jack White.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Tony Bridges, Keith Gilbert, Gillian Tarrant

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on September 9th 2025 were accepted as a true record.

3.2 Updates from items raised at the meeting on September 9th 2025 not agenda items for this meeting:

- One quote for drone photography to record events received to date.
- Correspondence received from applicant relating to planning permission for change of use for 64 High Street, Watton. It was agreed that the applicant would be invited to speak in public participation at the meeting where the application appears on the agenda.

4. REPORTS

4.1 Chairman's Report

The Chairman had sent apologies for the meeting.

4.2 Vice-Chairman's Report

The Vice-Chairman combined her report with her District Councillors report. Copy e-mailed to Councillors prior to the meeting and filed with the minutes of the meeting.

4.3 District Councillor's Report
As above.

4.4 County Councillors Report
No report received.

4.5 Clerks Report as presented in the agenda pack with verbal update given:

Middle Street Pedestrianisation

Notification has been received that plans for the pedestrianisation of Middle Street are to be sent to stakeholders, but it was noted that currently there is no funding for the project to be undertaken.

Norfolk Market Forum

Norfolk Parish Training & Support are planning a 'Norfolk Market Forum' on Wednesday 1st October 10am – 1pm, at Watton Wayland Hall.

Car Parks

Further communication has been received from Breckland District Council regarding the possible transfer of the Breckland Council owned car parks in the town to the Town Council.

The information has been shared with Councillors, and the matter will be an agenda item for the Full Council meeting on October 14th.

It was suggested that the Councillor Saunders and the Clerk accept the invitation to meet with Breckland Council about the transfer prior to October 14th if possible.

Norfolk Youth Justice

A site meeting has been arranged with an Officer from the Norfolk Youth Justice Team to look at whether help could be provided to re-paint equipment at the play areas.

HMP Wayland

A request has been made from an Officer from Wayland Prison to meet with Town Councillors to update on the community engagement project the prison is undertaking.

Councillor Training

Reminder given that Councillor Training is booked for Thursday 25th September 2025. It would be beneficial for Councillors to attend.

4.6 Lead Councillors and Representatives Reports – no reports made.

5. WORKS IN PROGRESS

The Works in Progress List was accepted as presented.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for September 2025 were approved for payment as on the list presented prior to the meeting with the addition of payment of £352.56 for the annual Fire Alarm servicing, £95.28 fuel for the town vans and £149.42 grounds maintenance sundries.

8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)

E-mail from Norfolk Association of Local Councils forwarded to Councillors 18.09.25.

9. GRANTS

9.1 **It was resolved** that as requested on the grant application received from Watton Ladies Group the Town Council will pay for gifts to be given at the 2025 Christmas lunch being organised by the Ladies Group. Money will be released against invoices produced.

It was suggested the Town Council could possibly support this event further in future years.

9.2 **It was resolved** not to give a grant to 864 (Watton) Squadron, RAF Air Cadets on this occasion. It is however anticipated that a donation will be made to the Air Cadets following their assistance at the 2025 Fireworks Evening.

10. BIODIVERSITY

It was resolved that the Finance Committee will be asked to include a small amount of funding for biodiversity projects within the 26/27 budget and that the current Biodiversity Policy will be reviewed before being presented to Full Council for ratification in January 2026.

11. INTERNAL AUDIT 25/26

It was resolved to accept the proposal as presented from Trevor Brown to undertake the Internal Audit for Watton Town Council for the year ending 31st March 2026.

12. PLAY AREA INSPECTION REPORTS

It was resolved that once the Council has completed the works it is able to, as identified on the recent annual play area inspection reports, a further set of reports will be commissioned for the Bridle Road, Lovell Gardens and Sports Centre Play Areas.

13. PLANNING

13.1 PL/2025/1333/FMIN Proposed conversion and change of use of garage to form one new dwelling at 37 Harvey Street, Watton

No comments made as it was felt further information is needed.

Item 4.2 Update from the meeting held 23.09.25

Agenda Item No.	
4.5	• Norfolk Market Forum was cancelled due to a lack of participants • Car Parks – Agenda item 8 14.10.25 • Councillor Training held on 25.09.25 was attended by 8 Councillors
10	See Finance Minutes - It was suggested that a small sum (£200) should be included in the 2026/7 budget to support biodiversity projects.

Item 4.3 Clerks Report

Love Your Town Pride of Place – Watton Hare Trail

The Town Council has awarded a grant of £4,800 from Norfolk County Council and Breckland District Council's Love Your Town fund.

This initiative aims to increase footfall and engagement in the town centre by placing 12 hares around Watton. The project includes two large fibreglass hares at the High Street entrances and ten smaller wooden hares in shops and venues. The trail will encourage residents and visitors to explore the town, culminating in a Spring Fayre event with prizes for participants.

Church Walk Light

The Breckland Officer who was leading on the installation of the light and CCTV for Church Walk left Breckland just after completion of the project. Funding for the project was part of Safer Streets (Local concerns of safety and ASB).

Whilst the project did fund additional and upgraded lighting, unfortunately there was never any intention or agreement to place a light on the pole at the end of Church Walk. This was for CCTV only and this is backed up by invoices (this item is column, power ready for CCTV). The additional Street light has been installed (singular not plural).

Unfortunately, there was connectivity issues for the CCTV so CCTV could not be progressed.

Therefore, there is a column with power, but nothing on it currently.

The original project and the funding opportunity expired some time ago and Breckland has no budget for any additional works.

There may be other funding opportunities available and Breckland is investigating.

Breckland has asked if Watton Town Council would have any funds available for the purchase of a lighting head and installation? *[this is not something the Town Council has budgeted for!]*

Breckland has offered to contact the original contractor to see if they would be able to provide a quote for this, to get an idea of cost and I have also been making enquiries.

I have been informed verbally by the contractors who put the new footpath in at Church Road that the street light that was removed from the corner by the Church is to be replaced in November 25.

It is possible a head could be added to the pole at this time but Watton Town Council would probably need to pay for it and there are complications in that the pole does not belong to the Town Council and the Town Council would not be paying for electricity. There may be an option of a solar light head but this needs investigation.

2026/7 AGAR What is Assertion 10?

With the 2025 edition of the Practitioners' Guide, the Smaller Authorities Proper Practices Panel (SAPPP) has introduced a new **Assertion 10: Digital and Data Compliance**, to sit alongside the existing assertions in the Annual Governance Statement.

Previously, many data, IT, and digital-compliance issues were subsumed under Assertion 3 (Compliance with laws, regulations and proper practices). But in the 2025 Guide these responsibilities have been separated out to give stronger emphasis to digital governance.

Assertion will apply for the 2025/26 year (i.e. financial years starting 1 April 2025 or the current year).

To answer **“Yes”** to Assertion 10, an authority must have taken certain actions during the year, if not already done so. If it answers **“No,”** it must explain how it intends to address weaknesses.

What the 2025 Guide requires under Assertion 10

These requirements fall into several thematic areas:

Theme	Key Requirements
Websites & accessibility	Meet legal requirements for existing websites (for all authorities except parish meetings) Websites must comply with Web Content Accessibility Guidelines (WCAG) 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 Websites must publish required documentation: e.g. Freedom of Information (FOI) documents, transparency code disclosures (if applicable)

Theme	Key Requirements
Data protection / GDPR / DPA	All smaller authorities (including parish meetings) must comply with UK GDPR and the Data Protection Act 2018. Process personal data lawfully, fairly, and in line with data protection principles (purpose limitation, accuracy, storage limitation, confidentiality/integrity, etc.) Recognise that the authority is both a Data Controller and a Data Processor under the DPA 2018 / GDPR framework.
IT policy / internal digital controls	All smaller authorities except parish meetings must adopt a written IT policy. The IT policy should define how clerks, members, staff and other users conduct authority business in a secure, lawful way using hardware, software, and data (on both authority-owned and personal devices)
Email Accounts	Councils must have as a minimum 1 generic email account on a council owned domain (i.e.; not a free Outlook.com, gmail.com, Hotmail.com, aol.com, btinternet.com, etc account). This service should be hosted on a GDPR compliant server. Councils should consider providing council owned addresses to staff and councillors.

PFR engagement pack and questionnaire

I am contacting parish/town councils in Norfolk that have been affected by flooding. We are seeking your opinions on our existing Property Flood Resilience (PFR) schemes and how we as a Council look at options to mitigate flood risk.

The current property flood resilience (PFR) process has been affected by the increased frequency of storm events, including Storm Babet, meaning resources were diverted to respond to flooding reports across the county. Norfolk County Council have taken steps to reduce any further delays by employing a dedicated Flood Risk Officer to deliver PFR schemes. However, there are areas within the process that we believe we can improve on. This engagement process will then in turn help us to review our current processes, with the aim to improve how we deliver these projects going forward.

I have attached an information pack with further details and questions. Please can you either return your responses to the questionnaire and any additional comments you wish to share via:

- Email to PFR@norfolk.gov.uk
- Post to Flood and Water Team, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

This has also been passed to WASFAG.

Breckland Five Market Towns Meeting – 02.10.25

Clerk attended

- **Devolution & Local Government Reorganisation**
Stressed that any new authority would want to work at a neighbourhood level. Information on Future Norfolk website: [Future Norfolk - Future Norfolk](#) including timetable. Decision re. unitary status expected in March 26 with elections for new authority in March 27.
- **Car Parks**
Delay over summer was due to Breckland investigating how to use the General Consent Order which would allow freehold transfer of assets. Stressed that Breckland want to work with the Town Councils to see that the car park transfers do happen.
- **Grants currently being offered to support Businesses and High Streets –**
includes Shop Front Redecoration Grants and Rural England Prosperity Fund Grants which aids start up businesses and established businesses to improve buildings and equipment.
- **Breckland Council Town & Parish Council Forum –** Narborough Village Hall 3rd November 2025 6-8pm.
- **Thetford has been awarded 19.5million through the Pride in Place**
Government Initiative to enable delivery of re-generation. An independent board has been established to make decisions.
- **Noted that Attleborough is seeing a good attendance at its weekly market with**
an average of 20 stalls each week.
- **Swaffham TC reported ongoing problems with vandalism at its public toilets.**
- **Local Plan**
The Local Plan is progressing as timetabled with formal consultation on the Issues & Options to begin on October 31st. Breckland planners will be holding surgery type events early in the consultation in each market town.

Grounds Maintenance

Cllrs Saunders and Bridges and the Clerks met with the preferred grounds maintenance contractor to undertake a site visit prior to the contractor providing quotes for possible works.

Works include:

- Repairs to or removal of equipment at Bridle Road Play Area as referenced on the annual play equipment inspection report.
- Removal of equipment at Watton Sports Centre Play Area if the wooden multi-play cannot be refurbished.
- Supply of bark chippings to replenish the safety surface at the Watton Sports Centre Play Area.
- Possible re-siting of the bench at Memorial Garden.
- Extension to the ashes area at Watton Cemetery.
- Tree works as identified on the Tree Risk Assessment undertaken earlier in the year.
- Memorial wall at the Cemetery.
- Clearing the eastern boundary of the Thetford Road Allotment site.

Once quotes have been received from the preferred contractor and others they will be brought to Council.

4.4i

Lead Heritage Councillor report for Watton Town Council

Contents:

1. Heritage matters
2. Representation on agenda item for drone images
3. Representation on agenda item for setting up a new working group
4. Notes on Wayland Partnership reps meeting

I send my apologies for my absence at this meeting on the 14th of October.

1. Heritage Matters:

Heritage items on the Works in Progress List:

- Item 120 – The Clock Tower has been inspected and surveyed. This has been forwarded to contractors. Awaiting date for works to be undertaken.
- Item 45 – Wayland Hall - Some works have been done. Remaining works to be quoted by builders who are to repair the windows.
- Item 4 – To discuss with Clerk on how to proceed with obtaining past Mayor Photo's to be displayed.

Heritage items of interest:

- Heritage maps are undamaged. It was resolved that there should be a general discussion at a Full Council Meeting to agree the future purpose and use of the noticeboards at the different sites within Watton.
- No other outstanding heritage items of interest.

2. Drone images:

Council previously resolved to seek quotes for drone images to consider the costs of any expenditure before deciding whether to proceed.

- Drone images would **help reach new audiences**; this is because of the possibility of a larger and longer lasting impact and knowledge of the event to spread through word of mouth and the social media algorithms.

Online imagery can support a strong perception of enjoyment and community. Quality media content does better on social media, and these pictures would draw out interaction, which would in turn increase our impact across the board. For example, if the council wanted an emergency message to put out online, the algorithm would not show it

to the people who do not interact with our account; therefore, the more people who interact with our account, the better the algorithm will favour our content. We should always be looking at quality media content as the best way to reach new audiences.

- Drone images help support **advertising in a cost-effective** way. Given the possibility of seeking volunteers for images, this would by far be the most cost-effective way to advertise WTC events. I think even if way pay for the service, its impact is worth it.
- Drone images **catalogue events through history**. In the museum there is a plethora of beautiful postcards, images and advertisements rich with local history and showcases artisan skills, the now listed buildings in their prime – they show culture, and social customs such as clothing, hair styles and their values. What we choose to catalogue through media represent our towns history.
- Drone images **could increase social return**. Council should consider when making expenditures, the economic return on investment, but also the social return which is important to the wellbeing of residents.

Social return is hard to quantify and would remain subjective to the individual. But personally, I like looking through photographers' pictures after attending an event to see if I can spot people I know.

3. Biodiversity working group:

I believe it would be best practise for councillors to form a working group to discuss matters relating to our biodiversity policy, so that their recommendations can be taken to full council with fresh and sustainable ideas.

If a group were agreed upon, I would recommend the following tasks be undertaken:

- To **review the biodiversity policy** before its stated review date, as suggested at the previous council meeting. To include discussion if policy is needed regarding solar farm development.
- To create a **timeline of projects** (adjacent to the action plan) to understand and assess our current progress of the biodiversity policy which was agreed upon in January 2024. There should be a basic inclusion of heritage park and allotments which would require conservation between working groups.
- To agree upon a **term of reference** for the group. To demonstrate an understanding of the wording in the Environment Act 2021. Exactly how we perceive the following term: 'must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions'.
- To **agree a framework** in which Watton Town Council should **interact with the community**. This should include implementation of communication methods with community groups, charities and business who have a vested interest in biodiversity. This doesn't have to be extensive, but it is stated in our policy to have an active role.

- To **discuss the role of the public**, and if we should be encouraging them to adopt responsibility or management. To **discuss the possibility of reducing hours** of contractors or the utilisation of town operatives, only regarding grass cutting, hedgerow trimming and other general maintenance to increase biodiversity while reducing expenditure.

Cross working group communication would be required for matters of allotments and Heritage Park, as well as preferring the expertise of any lead councillors whose role relates to biodiversity, such as youth lead for play parks.

As to not bring every item before full council for consideration, I strongly suggest a working group to consider the items raised above.

4. Notes on Wayland Partnership reps meeting:

I attended the reps meeting on the 15th of September.

Initially I met with Elizaebeth, who works for youth justice as a reparation's worker. Her work is mostly directly with young offenders and they're looking for community opportunities. Watton Town Council Clerk has contacted her for a future meeting.

WTC's Sue Dent also represented the Watton Community Centre, however this information was recently reported to council at the last trustee meeting.

Ashill:

- A well-attended summer fete took place on the 7th of September. Including games, food vans, and stalls for the family. Well worth a visit next year. & Looking forward to Christmas celebrations with a fete/fayre.
- The Ashill community centre ran a coffee morning to raise funds for the centre.
- Continued discussions around the solar panel 'estate'.

Chamber of Commerce:

- Committee expanding
- Network breakfasts success and to be continued.
- 5th of December, to run an awards event. More info to come.

Wayland Academy:

- Has seen great progress, from being rated 'good' in 2023, and now has the 'top 5 outcomes for East Anglia'.
- Governors are happy to promote this achievement.

Little Gressingham:

- Town BBQ was successful. Otherwise, quiet for little Gressingham.

- Noted that Tony spoke for the dementia café (In Watton), where he told us its going well, a needed respite for carers, and they have 2 new volunteers. There is a great article about the fundraising efforts for the café in the October W&W times.

Men's Shed:

- Article in the October Watton and Wayland Times.
- Shanty men playing in new venues such as Queens Hall.
- Officially a CIO.
- Attended Wayland Show.

Meet Watton:

- Meet Watton is a free social club for anyone over 18. They go to the theatre, walks and adventures. Art club to run in October.

Saham Toney:

- New parish clerk.
- Projects underway for new signage & projects for seating, lighting and biodiversity around the community centre.
- Mentioned the environment agency were contacted regarding Watton Brook, and the said no funds were available to support any projects.
- Objections to Highgrove Solar Farm.
- 17th, 19th, 26th of October events at the community centre from bingo to quiz night.

Thompson:

- 70's themed evening quiz at the community hall, among other events such as bingo.
- Monthly film nights.
- Large book sale on the 22nd and 23rd October. £1 each and refreshed stock throughout the day.

Churches for Watton (Purpose Church):

- All churches in Watton collaborate. Local group provider.
- Purpose Church run the Pentecostal church and have support from Love Watton.
- Prayers for the town, the residents and the environment.
- Supported Watton Carnival (Sporty summer event).
- Went into care homes to sing carols.

Wayland House & DCMC:

- New regular hire.
- Urgent maintenance complete with 1 door remaining to be replaced.
- Fuel and utility bills continue to rise. Using an electric heater in the gallery to cut costs.
- DCMC has hired PR consultants.
- Norfolk Library Service has agreed to be a part of the DCMC plans.
- Possible collaboration with Breckland Wellbeing officers Tegan and Flo.
- Cllr Hutchings to support with grounds maintenance.

4.4ii

Report on Breckland Footfall Camera data

Data sets extracted from 26/03/2025 – 29/09/2025 (187 days, or 0.51 years). Cameras are located on district-owned brackets, camera 1 is at the top of the High St by Longsons, and camera 2 is by the Health Centre.

The camera captures only silhouettes of people and vehicles. The algorithm can detect the same person, and so they are counted as 'In' and 'Out' to avoid overlap.

Previous council minutes that include footfall cameras are as follows:

14th October – Lead Cllr report – A report of the data collected over the previous 6 months.

22nd April – Updates on previous items – 'Four members of staff have now undertaken training to access data from the Footfall Cameras recently installed in the High Street.'

25th March– District Cllr Report – 'Footfall cameras are due to be installed in the high street at Longsons and the Health Centre this week.'

28th January – Clerk's Report – 'Breckland Council is proceeding with the installation of two footfall counters in Watton High Street. The cameras are to be placed at locations where there are already CCTV cameras as the brackets belong to Breckland Council.'

Initial findings:

The following data sets are combined pedestrian and vehicle counts.

The average footfall by day shows that Friday is the busiest day of the week, and Sunday is the least busy. The trend shows a steady increase of total footfall throughout the week, with the weekend being lesser.

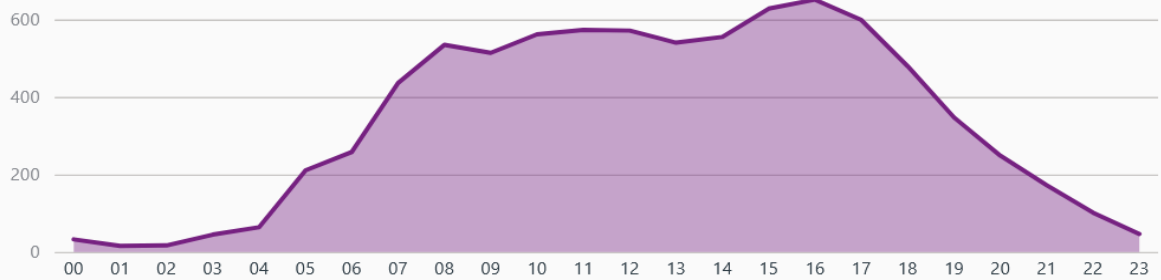
- The busiest day was the 18th of June, with a total of 14,967.
- The peak month was July with a total of 391,098.

Average footfall by day

Day	Selected Period	Compared Period	% Variance
Monday	8,139		
Tuesday	8,700		
Wednesday	8,724		
Thursday	8,882		
Friday	9,364		
Saturday	7,756		
Sunday	5,843		

Average footfall by hour

Selected Period Compared Period



The average footfall by hour could represent the school run between 3pm and 4pm, and could be assisted by the traffic rush hour which is typically between 4pm and 6pm.

During the last census, it was revealed Watton has equally distributed age ranges in its population, with **22.7%*** under 25's, and **29.1%*** over 60's. This is a trend of growing emergence of young people and families as the town expands. This trend is also backed up the largest data points in our footfall data being the school run.

* <https://www.ons.gov.uk/census/maps/choropleth/population/age>

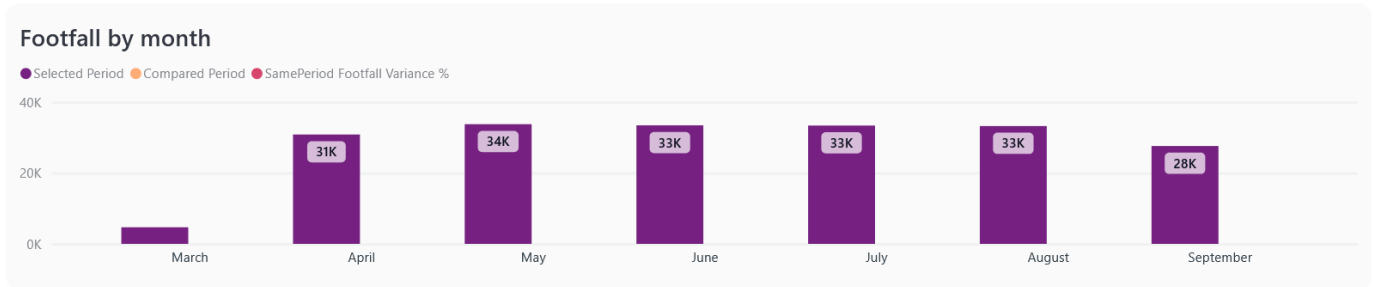
Footfall by sensor

cluster_name	Selected Period	Compared Period	% Variance
Watton Town Centre	2,230,195		
Market Place 1 Pedestrians	196,920		
Market Place 1 Vehicles	1,034,392		
Market Place 2 Pedestrians	108,077		
Market Place 2 Vehicles	890,806		
Total	2,230,195		

This graph shows the total counts of 6 months.

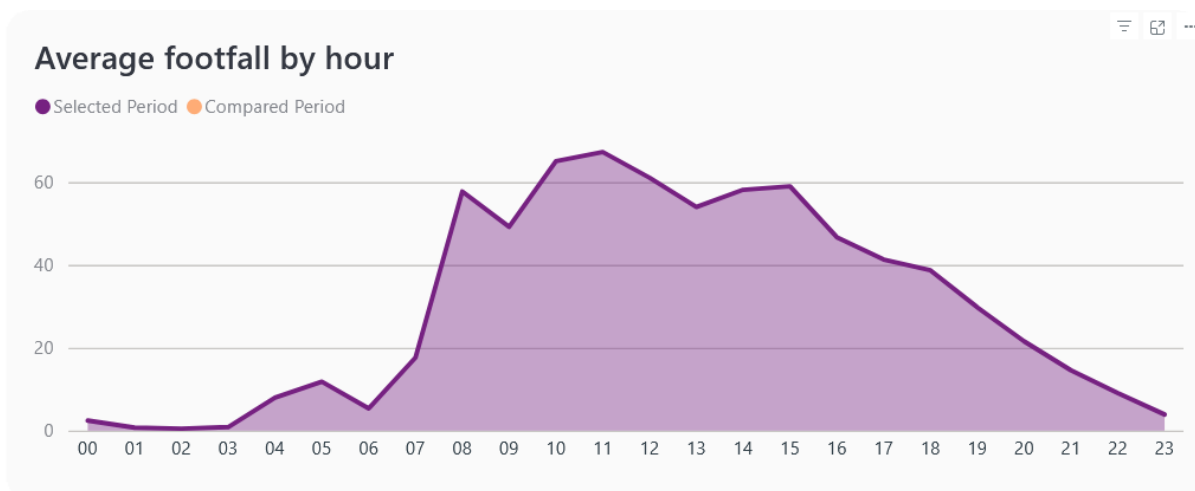
- We can see there is significantly more vehicles than pedestrians.
- About 46% of pedestrians do not walk past the 2nd camera.
- About 14% of vehicles do not drive past the 2nd camera.

The following data sets include only pedestrians.



This graph of footfall by month, of just pedestrians, doesn't tell us much other than we regularly have above 30,000 people on Watton High St every month.

March was not counting for the full month, and September is one day short of the others. It could also be lower due to return to school which could see less cash in hands of the local customer base, or shorter days with seasonal changes.



The footfall by hour, of just pedestrians, shows us the morning boost between 7am – 9am which can be attributed to the start of the working day, those who would use public transport and some early birds. The peak is 11am; and the most pedestrians visit the High St between 10am – 3pm. Personally, as a volunteer on the High St, I have often found the 11am rush to be a regular occurrence and that afternoons tend to be quiet – especially on weekends.

The footfall by day follows similar trends to the combined totals. Friday is the busiest, however there is an uptick on Saturdays when only looking at pedestrians.

The following data sets include only the 23/08/25.

Average footfall by day

Day	Selected Period	Compared Period	% Variance
Monday	683		
Tuesday	721		
Wednesday	737		
Thursday	713		
Friday	862		
Saturday	788		
Sunday	565		

This was the Saturday of the Watton Sports Centre Motorbike Weekend. The High St was open to regular traffic.

It shows a slightly above average count of pedestrians.

There is no other trend in activity.

Day totals

Date	23/08/2025	
cluster_name	IN	OUT
Watton Town Centre	11,737	10,576
Market Place 1 Pedestrians	1,129	1,119
Market Place 1 Vehicles	5,626	4,168
Market Place 2 Pedestrians	530	456
Market Place 2 Vehicles	4,452	4,833
Total	11,737	10,576

The following data sets include only the 24/08/25.

This was the Sunday of the WTC Bike Takeover. The High St was closed to regular traffic.

When looking at this data we must consider that regular vehicle traffic was inaccessible, which heavily alters the data from regular days – we can assume most vehicles were counted for the event.

There is no way to quantify how many bikes due to some return to traffic afterwards.

Personally, I have heard 700 bikes, over 1000 bikes and ‘more than last year’. The data would likely support about 1000.

Interestingly, the % of vehicles passing the 2nd camera was lower on this day than others. I would reasonably assume most of this difference is due to the behaviour difference of bikers here for an event, and regular traffic.

Day totals

Date	24/08/2025	
cluster_name	IN	OUT
Watton Town Centre	9,007	8,426
Market Place 1 Pedestrians	4,020	4,058
Market Place 1 Vehicles	2,461	1,174
Market Place 2 Pedestrians	1,513	1,369
Market Place 2 Vehicles	1,013	1,825
Total	9,007	8,426

The following data sets include only the 06/07/25.

This was the Sunday of the cancelled antiques fair. Due to strong winds, the event could not go ahead. However, the Museum & Queen's Hall held indoor events.

The data shows vehicle count was reasonable due to road being opened.

It also shows an above average count of pedestrians for a Sunday (565).

No other trend in activity.

Day totals

Date	06/07/2025	
cluster_name	IN	OUT
Watton Town Centre	8,233	7,645
Market Place 1 Pedestrians	919	870
Market Place 1 Vehicles	4,007	2,942
Market Place 2 Pedestrians	244	259
Market Place 2 Vehicles	3,063	3,574
Total	8,233	7,645

The following data sets include only Wednesdays for Market Research.

The graph that shows 6 months of Wednesdays is too large to display in an easy-to-read format. Here are the key points:

- The average pedestrian footfall on Wednesdays is 1095.

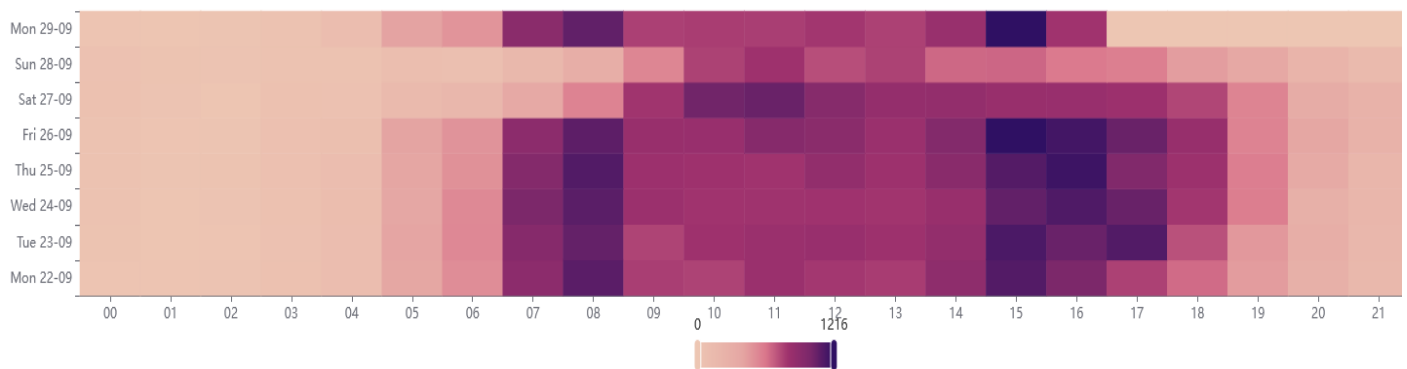
This average was decreased by data points below 1000 during early April and End of August to September. We can reasonably assume that good weather plays a part, as well as the return to school season.

- Most pedestrians on Wednesdays follow the 6-month average of reaching the 2nd camera which is around 54%.

Data points for pedestrians walking past the 2nd camera decrease steadily throughout the 6-month period, starting at around 800, and falling to around 500 by September. This could be attributed to school term time, economic struggles or lack of incentive to walk past the health centre.

- The busiest Wednesday was the 18th of June which saw 1359 pedestrians and 7285 vehicles coming in.

The following include data sets from a weekly report of September.



This coloured heat-graph shows us visitors.

This is the number of people that have visited the High St during an example week of September. It is a calculation of all 'In' counts within the time frame.

The darkest colours represent the most people, therefore where we can see the dark colours present around 8am and 3pm suggests that September footfall is heavily based around school time.

Final Notes:

- **Easy to use and access & great investment** in this scheme will result in Watton Town Council being well informed when making decisions that coincide with footfall such as running the market, planning events or supporting businesses.
- Further investigation into data **figures align with my personal perception** as a volunteer. This is a good sign that intuition can be relied upon with experience, and that Council should listen to those with the most experience alongside data and evidence.
- New dutiful insight into WTC and other events is **good practise for the Events Manager & Finance Committee to use data and evidence** when balancing expenditure of the Council precept. It is clear that the Bike Show was massively well attended with over 3000 people in attendance. It will be interesting to see the data from the walk to the fireworks & upcoming Christmas fayre.
- **Future planning, projects and grant applications could benefit** from the data. For example, a business can adjust their opening hours, any development of our High St can be quantified with footfall, which would measure interest and use of developments. We can evidence the effectiveness and attendance of any High St initiatives, or support charities such as the local DCMC project.

Written by Tomos Hutchings

4.4iii

Terms of Reference for Church Walk Working Group

The name of the group is the Church Walk Working Group (CWWG)

Purpose

The purpose of the CWWG is to support the Town Council (TC) to identify outstanding issues relating to Church Walk and report to the TC as appropriate.

Membership

- The CWWG will be made up of members of the Town Council, the Events and Marketing Officer (EMO) and Deputy Clerk (DC)
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the CWWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- The Events and Marketing Officer/Deputy Clerk will take notes of meetings

Dissolving the Group

- Once outstanding matters relating to Church Walk have been considered the TC and CWWG will discuss any further working of the CWWG
- If the CWWG wishes to dissolve it must notify the TC
- The CWWG will be reviewed periodically or on request from the TC

4.4iv Fireworks Update from the Events & Marketing Officer

“Just a quick update on Fireworks, the planning of the event is going well. The food village will be stocked with a variety of different food vendors this year, and there will be fire entertainment on offer throughout the event. Both sets of Cadets are available willing to assist with the event again this year, as well as the Rotary club. Set up for the event will be managed by myself, Sue Dent, Steve Bryce, Stan, and Sue H (?). At present we have both Keith’s down as volunteers for the event, they will be manning the control and command centre/refreshments for volunteers/staff. Any other councillor involvement and volunteers for the night would be greatly appreciated. The only payment that needs to be made prior to the event is for Hallmark (the toilets), all other payments have already been made or will be made at end of October (this will include donations to the groups attending/assisting with the event).”

Final invoice of £1600 for hire of the toilets needs to be agreed for payment.

Item 6 Devolution and Local Government Re-organisation - see Clerks Report

Item 7.1

Minutes from the Finance Committee Meeting held on September 25th 2025 at Wayland Hall

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn

Officers Present: Jane Scarrott and Michelle Thompson

1. Apologies for absence received from Gillian Tarrant.
2. No Declarations of Interest made.
3. Minutes of the Finance Committee Meeting held on 14.08.25.
 - i. The Minutes of the Finance Committee Meeting held on 14.08.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 14.08.25:
 - Further correspondence has been received from Breckland Council regarding the possible transfer of ownership of the town car parks to the Town Council. This will be an agenda item for the Full Council meeting on 14.10.25.
 - Noted that as a result of the report commissioned regarding the cherry trees at the west end of the High Street no work is anticipated to be undertaken on the trees until 2027. In the meantime, dependant on funding, the Reclaim the Rain project may see additional trees located along the High Street.
 - Town Council agreed on the 12.08.25 to continue with the Norfolk County Council Parish Partnership application relating to provision of a trod along the Norwich Road. Estimated cost to the Town Council of £3708. Investigation will be made whether this is to go ahead or whether the trod is being otherwise financed.
 - It was suggested that a small sum (£200) should be included in the 2026/7 budget to support biodiversity projects.

4. Loch Neaton

It will be recommended to Full Council to pass the £100 income from stall fees from the 2025 VE Day event held at Watton Sports Centre to Loch Neaton to part cover the invoice for £250 received from the Loch Neaton Trustees for hosting the 2025 VJ Evening.

It was agreed a policy for management of events should be compiled to include confirmation of event ownership to be noted on promotional material.

5. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.08.25 which was checked and signed by the Internal Control Officer.

Members were presented with net figures showing current expenditure against the budget. The budget position at six months through the financial year is much as expected. Budget codes where it is anticipated there may be an overspend were identified. Virement within cost centres should cover most overspends but it may be

that money will need to be taken from reserves to cover committed spend on building maintenance to the clock tower and Wayland Hall.

Council needs to be aware reserves have been used in past years to support the annual budget and there is a need to be mindful of what money remains available when considering future projects.

Discussion took place regarding future IT needs and renewal of the current IT service provision. The current providers will be asked to rectify issues with councillors .gov e-mail addresses and it was suggested the current contract should not be extended until problems have been resolved. Alternative local providers will also be approached.

A timeline for contract renewals will be compiled so dates when contracts can be terminated are not missed.

6. Budget need 26/27

The Chairman of the Finance Committee and the Clerk have met for initial consideration of the 26/27 budget need and initial thoughts are that it may be necessary to increase the precept for the forthcoming year. Thought should be given to whether the Council wishes to consider taking any assets it may be offered from the District Council and whether it would be in a position to take on additional services once a Unitary Council is established. The Council is already in discussion regarding possible transfer of the town's car parks.

It was felt explanation of the budget need should be relayed in the Wayland and Watton Times.

Members of the Finance Committee were asked to consider the current budget and possible future projects for 26/27 ahead of further discussions to be had at the next Finance Committee Meeting.

7. Four Year Forecast

The Four-Year Forecast will be updated prior to the next Finance Committee meeting to ensure it reflects the current budget figures.

8. Date of the next meeting: Finance Committee:

Thursday October 23rd @ 10.00am.

Recommendation to Full Council:

1. to pass the £100 income from stall fees from the 2025 VE Day event held at Watton Sports Centre to Loch Neaton to part cover the invoice received from the Loch Neaton Trustees for hosting the 2025 VJ Evening.

Item 8

Dear Town Clerks and Mayors

In March of this year, I wrote to you regarding Breckland Council pausing making changes to our Car Parking policy following the announcement of the Government's intention to reorganise local government in Norfolk.

As you are aware, Breckland Council is offering the Town Councils the opportunity to take over the management of the Breckland Council-controlled car parks within your respective towns. This proposal arises from the uncertainty surrounding how a successor unitary council may approach and make changes to public car park policy. As we have discussed, it is possible that a harmonised approach to other tariffs in the region could be implemented, with little local consideration, and they may not align with what Breckland Council or your Town Council may want to see implemented. Therefore, our ambition is to ensure that all Town Councils have the ability to have control over public car parking to avoid these concerns of future issues, to ensure they best serve our local communities.

The offer we provided in March for a leasehold was the quickest and simplest method to transfer the control of the car parks into local Town Council control. As the town councils rejected this offer, preferring a freehold transfer, this resulted in a period of required due diligence, legal review and valuation activity, which, as indicated at the time, has taken some effort to conclude. We have listened to your feedback, understanding that each Town Council is different. We not only looked at the options available to us for a freehold transfer, but we also looked at whether we could offer the freehold at undervalue. We have been considering the risks for both District and Town Councils (as any transaction will have liability post-LGR), so we still must be cognisant of the risks in any possible option to transfer.

Taking all of the above into consideration, we are now able to make a revised offer. I am pleased that we are also able to provide different options, and I hope that one option will find favour with your council so that we can progress this activity. As you will see in Appendix A, there are five possible options to consider that are capable of being achieved. Once your council has reviewed these options and determined if there is a preference, we can develop the terms in more detail.

I would like to reiterate that the choices offered in this letter are optional and that your Town Council is under no obligation to accept one of them. It is entirely your council's decision whether to agree to accept one of the offered options or not. If you do not accept one of the offered options, we will revert to the current position. This would mean, as described above, that any new unitary council for this area may then take a different approach to public car parking policy, and this is, of course, potentially a risk to our communities.

As previously communicated, when we last met, not all car parking sites are being offered, and this is for various reasons, such as some potential planned regeneration activity. The list of sites that are being offered for your town is included in Appendix B. Within Appendix B, I have also included the independent valuations for the freehold of each of the car parks being offered: these are the values that will be used with your relevant preferred option.

As earlier in the year, I would be delighted to continue with a dialogue, and we are happy to meet with each town Clerk and Mayor privately at the earliest opportunity to discuss which option your town would like to progress. Given the Government's timetable for Local Government Reorganisation, time is of the essence, and moving forward promptly is crucial. To set up these meetings, please email James Watkins at James.watkins@breckland.gov.uk.

Whilst writing, I would also like to make the offer to consider transferring any other property assets in your towns which you feel would have similar benefits by being locally managed. I know we are already speaking to some of you about this. A link to all the property assets that Breckland Council owns can be found here - <https://www.breckland.gov.uk/mymaps> If you wish to discuss any property asset for potential transfer (other than the car parking sites) please email Melanie Badman at Melanie.Badman@breckland.gov.uk. These transfers will be dealt with separately from the car park transfers.

There is an aggressive timeline for Local Government Reorganisation in Norfolk, particularly given the recent submissions that have been made to the government about future proposals. Therefore, any transfer of responsibilities must be executed swiftly and efficiently, and this is particularly acute in the case of options 1 and 2 in Appendix A, which will take some time to deliver. As a result, we would appreciate your response at your earliest opportunity, as we do not know when the cut-off date will be for undertaking any proactive work over asset transfers. We appreciate that you will need to consider these offers in detail; however, we would like to understand your preferred option by 7 November, although the earlier would be the better.

I look forward to meeting you all as soon as we can.

Y/S

Cllr Sarah Suggitt

Appendix A

No.	Option	Notes
1	Freehold transfer at £nil value consideration with conditions	Charging: No charging would be allowed; the car parks would need to remain as free to use by the end-user. Town councils will need to produce written evidence demonstrating that there is an improvement to the economic, social or environmental well-being of the area. On production of this evidence, Breckland Council will determine if this meets the specific terms outlined in the Local Government Act 1972 General Disposal Consent 2003. If it does, then this option can progress, if not then this option would be withdrawn.
2	Freehold transfer at £nil value consideration without conditions	Charging: Subject to the review below, charging would be allowed. Town councils will need to produce written evidence demonstrating that there is an improvement to the economic, social or environmental well-being of the area. On production of this evidence, Breckland Council will determine if this meets the specific terms outlined in the Local Government Act 1972 General Disposal Consent 2003. If it does, then this option can progress, if not then this option would be withdrawn.
3	Freehold transferred at £market value	Charging: Charging would be allowed.

4	Freehold transferred at £market value. A separate agreement for the payment of an annual commuted sum to the Town Council for 5 years on an annual basis	Charging: Charging would be allowed. The commuted sums in Appendix B have been calculated from the revenue savings resulting from the receipt of the capital from the disposal of the car parks. This option is only viable if the transfer of the property assets has taken place by 31 March 2026.
5	Leasehold up to 7 years – at £nil value with option to purchase at £market value at any time during the leasehold period.	Charging: Charging would be allowed. The purchase price on option exercise will be the higher of the current market value of the car park or the market value at the time the option is triggered. This option is subject to valuing the premium payable for entering the option.

NB: In all options, no alternative use will be allowed, and a restriction will be applied accordingly.

5 Appendix B

Town	Car Park	Spaces	Freehold Value	Commuted Sum	Annualised Commuted Sum
Watton	High St - Goddards Court	54	£195,000	£45,535	
Watton	Thetford Rd - memorial	52	£95,500	£44,635	
Watton	Kittel Close	69	£153,500	£59,805	
Total			£444,000	£149,975	£29,995

A meeting was held on October 7th between Breckland representatives and Cllr Saunders and the Clerk. Breckland is also planning to attend the Town Council meeting on the 14th.

Further notes regarding the car park will be produced ahead of the meeting.

It is suggested a Working Group should be formed to meet and consider the car park options in detail prior to the Town Council meeting on October 28th when a decision could then be made.

App.1 maps show Breckland Council owned land in green.

Item 9

Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

A. Your Organisation

1.	Full name of organisation	WATTON CHRISTMAS HAMPER APPEAL	
2.	Registered charity number (where applicable)		
3.	Year organisation established	2023	
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	A LOCAL COMMUNITY INITIATIVE AIMED AT SUPPORTING ELDERLY RESIDENTS IN WATTON WHO ARE LIVING ALONE OVER THE CHRISTMAS PERIOD. THE APPEAL ALLOWS LOCAL PEOPLE TO NOMINATE ELDERLY, NEIGHBOURS, FRIENDS OR RELATIVES TO RECEIVE A SURPRISE CHRISTMAS HAMPER DELIVERED TO THEIR DOORSTEP BY MYSELF & MY THREE CHILDREN. HAMPERS ARE FILLED WITH FESTIVE TREATS GATHERED VIA DONATIONS. OUR GOAL IS TO BRING JOY!	
5.	Please state whether your organisation is:	Watton based for Watton people?	☒ Yes ☐ No
		Watton branch of a national organisation?	Yes/No
		Watton based serving a wider area?	Yes/No
		Local organisation partly serving Watton?	Yes/No
6.	Where are your organisation's headquarters	BLENHEIM WAY, WATTON.	
7.	What is the total membership of your Organisation?	1	
8.	How many Members live in Watton?	1	

Due for review: Feb 2027
pg. 5 190225

B. Grant Request

9.	How much grant are you asking for?	£ ANY HELP IS APPRECIATED.
10.	What is the total cost of the project?	£
11.	What will you use the grant for?	HAMPER PACKAGING, HAMPER FILLINGS SUCH AS PIES, BISCUITS, NUTS, CAKES, CHOCOLATES, CRACKERS, CHUTNEYS, SMALL SEASONAL GIFTS. ANY FINANCIAL SUPPORT PROVIDED WOULD DIRECTLY CONTRIBUTE TO THE WELLBEING OF ELDERLY RESIDENTS OF WATTON, REDUCING LONELINESS & SPREADING FESTIVE CHEER.
12.	How many people in Watton do you estimate will be receiving help from the grant?	50 +
13.	Are funds available from other sources? (If yes, please give details)	NO. DONATIONS ONLY.
14.	What fund raising efforts will your organisation be making	THIS WILL BE OUR THIRD YEAR RAISING DONATIONS. TESCO WATTON HAVE PROVIDED A DONATIONS TROLLEY. I HAVE ALSO USED SOCIAL MEDIA TO RAISE AWARENESS & DONATIONS. DONATIONS ALSO COLLECTED VIA MY SMALL LOCAL BUSINESS.

C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	SENIOR CITIZENS.
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16.	Please provide a set of your organisation's latest AUDITED ACCOUNTS, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.	
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D. Statement in Support of Grant Request

17.	Please use this space to include a STATEMENT in support of your request. (This must include <i>details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form.</i> In addition, you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful)	I WOULD BE DELIGHTED TO PROVIDE FURTHER DETAILS OF THE INITIATIVE, INCLUDING EVIDENCE OF COMMUNITY IMPACT, TESTIMONIALS & PHOTOGRAPHS. I AM EQUALLY HAPPY TO ATTEND THE TOWN COUNCIL MEETING SHOULD YOU WISH TO DISCUSS. THANK YOU FOR CONSIDERING OUR REQUEST. WE TRULY BELIEVE THAT WITH YOUR SUPPORT, WE CAN MAKE CHRISTMAS BRIGHTER FOR SOME OF THE MOST VULNERABLE MEMBERS OF OUR COMMUNITY.
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E. Agree to

Please tick

18.	Do you agree to provide updates on how the grant is spent?	☒
19.	Do you agree to provide receipts for expenditure if requested?	☒
20.	Do you agree to provide a report for the Annual Town Meeting in the April following your award?	☒

Item 10

When a council is **sole trustee** of a charity, it is wearing two different "hats":

- **As a local authority:** It has statutory duties to its residents, taxpayers, and service users.
- **As trustee of the charity:** It must act only in the **best interests of the charity**, following charity law and the governing document of that trust.

How a council can justify supporting such a charity:

1. **Charity law duties**
 - Trustees must always act in the charity's interests, not the council's wider interests.
 - If the charity's purposes (e.g. education, recreation, relief of poverty) benefit the local community, then supporting it is consistent with trustee duties.
2. **Public benefit**
 - The council can point to how the charity's work delivers recognised public benefit (access to facilities, community wellbeing, cultural or heritage preservation).
3. **Clear separation of roles**
 - Councillors and officers should formally distinguish when they are acting as the council and when they are acting as trustees.
 - Meetings should make clear which "hat" is being worn.
4. **Decision-making justification**
 - Support can be justified if:
 - It is within the objects of the charity.
 - It is reasonable, proportionate, and in line with guidance from the Charity Commission.
 - Conflicts of interest are identified and managed.
5. **Use of council resources**
 - If council funds, staff time, or facilities are used, this must either:
 - Be something the council would lawfully support anyway (e.g. subsidising leisure, culture, open spaces), **or**
 - Be provided on terms that are fair to the charity (e.g. service agreements, leases, or transparent funding).

Oversight and justification

- The **Charity Commission** expects councils to show that decisions are made in the charity's interests, with proper records kept.
- Councils often commission independent advice or audits to demonstrate that charity support is not just a subsidy but is legally sound.

The Council justifies support by showing it is **acting in the best interests of the charity as trustee**, ensuring the charity provides **public benefit**, and that conflicts with its local authority role are managed transparently

It should be noted that the Council supports other charities e.g. Watton Sports Association grass cutting contribution currently £4160 p.a.

CHT Staff costs

Watton Food Hub

- In 2024/25 WTC paid half the Food Hub Supervisor costs.
- Going forward the Food Hub should aim to pay the Supervisor costs.
At the moment there is enough in Food Hub Reserve to cover staff costs for this year and going forward would expect to be OK for 2026/27 as well.
- WTC have already committed to covering the Food Hub staff costs if it became necessary.
- Future planning - for next 4 years. Need to have a plan for how the Hub will develop in the next 4 years (fits in with WTC planning cycle).
SueD & JoH to start working on a draft plan for early 2026.

Watton Community Centre

- As Trustees it is responsibility of the Council to keep the Centre in good and working condition.
- WTC has always contributed staff time to the running of the Centre (cleaning and administration). Phil K has suggested that this should be recognised in the accounts.
- The Centre is run by a combination of: a Caretaker, the Community Project Officer and the Town Hall staff team.
- The Caretaker position is dedicated to the Centre.
- The Community Project Officer leads on running the Centre but also works with the Events Officer helping with community events in the Town. In addition, many of the grant funded projects that are run each year have a wider community focus than just the WCC. In 2024/25 there were 12 projects running including 6 which started in 2024/25 and brought a total income of £34250 to projects that benefitted the Centre (kitchen refurbishment) and wider community (hardship fund, summer fun).

Therefore it is suggested that the staff costs of running the WCC in 2024/25 were £19400:

• Caretaker (20 hours / week, gross wage)	£14000
• Community Project Officer (1 day / week)	£ 5400

Plus some time spent by TC Office staff and TO's.

Condition 7 PL/2025/1261/DCA

Prior to the occupation of the dwelling as approved, full details of both hard and soft landscape works shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details. These details shall include:

- hard surfacing materials;
- means of enclosure;
- proposed finished levels or contours;

-minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.)

Soft landscaping shall include:

-Planting plans;

-Written specifications (including cultivation and other operations associated with plant and grass establishment);

-Schedules of planting, noting species, plant sizes and proposed numbers/densities where appropriate;

-Implementation programme

Reason for condition:- Details are required prior to commencement in the interests of the satisfactory appearance of the development in accordance with policies GEN02 and COM01 of the Breckland Local Plan (2023)

Item 13.1

Minutes of the meeting of Watton Town Council HR Committee held on Thursday September 25th 2025 at Wayland Hall

Cllrs present: Stan Hebborn (SH) – Chairman of the Committee, Don Saunders (DS) and Sarah Humphries (SHu)

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Jack White.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. Declarations of Interest made: SH item 6.
4. The minutes of the HR Committee meeting held 14.08.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update

Stated that the HR Committee is pleased with the feedback that all is well with the staff at present and thanks were voiced for the continued support given by members of staff.

Items 5.1 Staff Training, 5.2 Job Reviews and 6 the future provision of HR Services were considered together:

- Noted that the Town Operatives will be booked to attend basic level training on the use of a chain saw. This will allow them to cut fallen branches but not take down trees.
- It will be recommended to Full Council that Council HR and Governance Support be contracted to undertake job evaluation of Town Council staffing positions.

- It will be recommended to Full Council to engage Zivile Mauri to provide HR support for the Town Council. Zivile will be invited to put together a package of support to be presented to Full Council.

7. The next HR Committee meeting will be held on:
Thursday October 23rd 2025 at 11.00am.

Recommendations to Full Council:

1. To engage Council HR and Governance Support to undertake job evaluation of Town Council staffing positions.
Costs: £1150 to evaluate 8 posts and provide a detailed report. Optional £150 for virtual meeting to present the report.
2. To engage Zivile Mauri to provide HR services for 6 months - £50 per hour.